

## **Minutes of the Health and Human Services Board Meeting**

**Thursday, July 17, 2014**

**Board Members Present:** Citizens Members Joe Vitale (Chair), Mike O'Brien, Lori Cronin, Sarah Justin, Mary Lodes. County Board Supervisors Janel Brandtjen, Christine Howard, Duane Paulson, Bill Zaborowski. **Excused:** Dr. Steven Kulick.

**Others Present:** Health and Human Services Director Antwayne Robertson, Health and Human Services Deputy Director Laura Kleber, Clinical Services Division Manager Joan Sternweis, Mental Health Center Administrator Jeff Lewis, Human Services Supervisor Danielle Birdeau, Criminal Justice Collaborating Coordinator Rebecca Luczaj, Public Health Manager Dr. Nancy Healy-Haney, Human Service Coordinator Irene Ridgeman, Health Officer/Epidemiologist Ben Jones, Administrative Services Division Manager Randy Setzer, Accounting Services Coordinator Cynthia Lilley, Senior Financial Analyst John Payant, Financial Analyst Steve Brandhagen, Senior Financial Budget Analysts Clara Daniels and Steve Trimborn, Legislative Policy Advisor Sarah Spaeth, Guest Ellen McKenzie

The meeting was called to order at 8:30 a.m. Introductions were exchanged.

Pledge of Allegiance

### **Public Comment**

Vitale made reference to a letter received from Justin. After further discussion, an August HHS Board meeting will be held to address this topic and direction of the HHS Board in addressing the alcohol and drug problem in Waukesha County. Other representatives will include individuals from the Drug Free Coalition, District Attorney's office, school principals, etc.

### **Proposed Clinical Services Division Budget**

Sternweis presented the Clinical Services Division budget. Sternweis began with an overview of the division introducing Lewis and Birdeau. Sternweis referenced the action steps related to the strategic plan in relation to the budget items being presented today. The CJCC Coordinator is now part of the HHS Clinical Services Division area and that has allowed greater coordination around treatment services for individuals. The division intends to maintain the progress and maintenance of the effort in jail days saved and steps forward in maintaining a healthy recovery for those individuals in treatment. Secondly, the division utilizes a nationally known protocol called the network for the improvement of addiction treatment. This is currently employed throughout our alcohol and drug treatment licenses, mental health treatment license, crisis intervention, and the CCS program. The third area is the use of electronic health records which spans across all inpatient and outpatient programs. The division is looking at tracking data to increase the quality of care and also to meet some compliance standards. Fourth area is the expansion of Certified Peer Specialists. The division is integrating Peer Specialists with individuals when they enter treatment with the vision of hope in recovery. Fifth is in regards to the inpatient hospitalization of young people in the community.

Lewis presented on the Mental Health Center Inpatient unit. The inpatient unit is a freestanding 28 bed psychiatric hospital, 14 beds on each side. The primary population served is 18 years and above. The center is licensed by the state and federal government. Admissions are voluntary or involuntary individuals who have co-existing diagnosis upon admission. Hospital admissions have

been steady over the last three years. Looking at 6,200 days for 2015. The center offers multiple program options for people. Lewis discussed the 2015 strategic outcomes of 1) monitoring the readmission rate, monitor to remain below 10%, and 2) the coordination of communication. This is a Medicare and private insurance standard. Lewis continued with review of program highlights and Mental Health Center programs including building repair maintenance, reduction in personnel staff due to realignment of staff to the Records Unit, enhancement of quality improvement efforts, and a new opportunity to review Medicate reporting standards that involve six different measures. Operating expenses decrease due to contracted physician time fees and consulting services. In addition, the Mental Health Center increase in Interdepartmental Charges is offset by cost savings of over \$19,000 in transportation, and video conference utilization.

The Outpatient Clinical Services Division includes traditional outpatient license to operate psychotherapy, physician, APNP, group, and individual services. The substance abuse services budget includes a residential component of crisis intervention staff, children's mental health services, Comprehensive Community Services, and the state mental health institutes. Sternweis continued with a detailed review of program highlights, general government, charges for services, interdepartmental charges, and personnel costs.

The Mental Health Outpatient Intensive unit is comprised of the Treatment and Support Services unit (TSSU) and the Community Support Program (CSP). The TSSU unit includes an array of community based mental health services through two state certified programs: Comprehensive Community Services (CCS) and Adult Mental Health Day Treatment. Additional services are provided through targeted case management, community options program, and community recovery services. Sternweis continued with review of program highlights, general government revenue, charges for services, personnel costs, operating expenditures, and interdepartmental charges. As of July 1, 2014 the CCS program entered a new era under Governor Walker's expansion of mental health services. CCS is now the one benefit program in Wisconsin where Waukesha County will receive 100% reimbursement through the Medicaid program instead of a 60/40 split.

MOTION: Brandtjen moved, Cronin seconded, to tentatively approve the clinical services division 2015 operating budget. Motion carried 9-0.

### **Proposed Criminal Justice Collaborating Council Budget**

Luczaj presented the Criminal Justice Collaborating Council (CJCC) budget. Luczaj began with review of the revenues for 2015, noting a decrease due to the Alcohol Treatment Court Grant that will end on September 30, 2014. Charges for Services are decreasing due to lower than anticipated fee revenue from two of the programs that charge program fees. Those include the Alcohol Treatment Court, and the Day Report Center Programs. The Fund balance of \$28,897 was added by County Executive to sustain the drug court for 2014. The second federal grant for drug court will end September 30, 2014, so the fund balance was added in order to continue through end of 2014. Additionally, Waukesha County will be able to request a one year no cost extension grant taking the federal grant through September of 2015. Review continued with program highlights. The Treatment Alternatives and Diversion Grant (TAD) was awarded to Waukesha County through the State Department of Justice for January 1, 2014 thru December 31, 2014. The grant was written for the purpose of sustaining the drug court program. The TAD grant provides for a one year continuance of funding on a non-competitive basis for 2015-2016 if the goals set forth in the application are met. The department will be requesting a 3% increase from the Department of Corrections for the Community Services Options program, as Waukesha County jointly shares the

cost of the program. Luczaj continued review of the cost to continue programs subcontracted with Wisconsin Community Services. Wisconsin Community Services operates 8 out of 11 programs for Waukesha County. The Correct Care Solutions contracts received a 3% increase per the Sheriff's Department Medical Services contract agreement. Luczaj continued review of the CJCC Strategic Outcomes and Objectives for 2015 and the CJCC adult system programs. The programs include: Alcohol Treatment Court, Community Service Options, Drug Treatment Court, Day Report Center, Pretrial Intoxicated Driver Intervention (OWI), Jail Adult Basic Education (ABE), Pretrial Supervision, Pretrial Screening, Jail Alcohol and Other Drug Abuse (AODA) Services, and Reentry Employment.

MOTION: Zaborowski moved, O'Brien seconded, to tentatively approve the criminal justice collaborating council 2015 operating budget. Motion carried 9-0.

### **Proposed Public Health Division Budget**

Healy-Haney presented the Public Health Division 2015 budget, and introduced Ellen McKenzie from the Public Health Advisory Committee. Dr. Healy-Haney began with an overview of the division. General Government revenue increased, charges for services decreased due to a multiple of changes in charges in many of the units. Interdepartmental charges increased due to CPR and OSHA training to other departments in the county. The tax levy increased due to the cost to continue. Operating costs increased due to the increase in medical supplies. Interdepartmental charges decreased due to a decrease in end user technology and also vehicle maintenance. Healy-Haney reviewed each of the strategic objectives, and the associated program descriptions for the following program units:

- child health,
- maternal health,
- women, infant, children nutrition (WIC),
- chronic disease prevention and control,
- community health and disease surveillance program,
- communicable disease control and prevention program,
- sexually transmitted diseases.

The seven programs are required for the 140 review, and cost center details for each program was reviewed by Healy-Haney. Healy-Haney continued with the program highlights noting that there was a drop in the public health administration. Additionally a decrease in contracts and an marginal increase in liability insurance. Overall, the public health budget is a maintenance budget for a level two health department.

Healy-Haney provided a final summation of the Public Health department's activities and indicated programs are stable. Annually, 1,600 childhood lead screens, 2,000 health check examinations, and dental varnishing. Between Medicaid and non-Medicaid participants, Public Health follow ups with 200 women in the high risk categories of the Prenatal Care Coordination Program. In Waukesha County, 4,000 individuals are eligible for the Women, Infant, and Children (WIC) program. The total number seen annually is 3,600 individuals. Of those 3,600 that are admitted into the program, 2,500 individuals have been screened and are either financially eligible and/or nutritionally deficient. Enrollment for Waukesha County is 2,700 per month. The standard is 2,100 per month which is set by the National WIC program. Waukesha County Public Health joined ProHealth and many Latino partners to conduct chronic disease health screenings. Annually, 550 to 600 individuals are seen and, of that, 50 are identified as having significant health

problems requiring follow up and referrals. Communicable Disease remains stable. In 2014 the Public Health Division Cities Readiness Initiative local response received a score of 100% from the Centers for Disease Control and Prevention.

MOTION: Lodes moved, Justin seconded, to tentatively approve the proposed public health division 2015 operating budget. Motion carried 9-0.

### **Proposed Administrative Services Division Budget**

Setzer presented the Administrative Services Division 2015 budget. Setzer began with a brief history on the department's budget process. Setzer reported the fiscal and operational staff have put forth months of work. He spoke of the last three budgets which the Department applied the Zero Based Budgeting model. The Administrative Division outreached vendors to assess future contracting and partnership. Additionally, comprehensive personnel projections are taken into consideration as well as details at the federal and state level.

In addition to compiling the budget, the Administrative Services Division processes client and provider payments, contract administration of purchased services, billing and service coding for Medicare, Medical Assistance, and commercial carriers. The business applications support unit within Administrative Services includes information technology, medical records, and scheduling.

Setzer further reviewed the department's objectives, general government revenue, and charges for services. This year the department took a comprehensive examination of administrative staff that were segregated in different locations and managed by separate divisions. Organizational changes were made to make better utilize staff time, and two medical coders were hired. Setzer continued with the report of operating expenses noting the challenge each year to meet the zero based budget.

MOTION: Paulson moved, Cronin seconded, to tentatively approve the administrative services division 2015 operating budget. Motion carried 9-0.

### **Recap and Summarization**

Robertson stated that he is in agreement with what has been presented over the last two days and thanked everyone for being in attendance. The objective was to present a balanced budget across all division areas, to maximize our revenue opportunities, and be fiscally responsible. The department understands its responsibility to the residents of Waukesha County and will not compromise best practice.

### **Adjournment**

O'Brien made a motion to adjourn second by Lodes. The motion was voted on and carried 9-0. The meeting adjourned at 1:50 p.m.

Minutes recorded by Linda Johnson

Approved on \_\_\_\_\_  
Date